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Professional Standards Committee Minutes

College of Arts and Sciences Minutes

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4-22-2014

# Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, April 22, 2014

Arts & Sciences Professional Standards Committee

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## **PSC meeting, April 22, 2014 in CSS 217.**

### **Committee Members**

Committee Chair & At Large Rep., (History) - Julian Chambliss

[JCHAMBLISS@Rollins.edu](mailto:JCHAMBLISS@Rollins.edu)

CPS Liaison, (Communications) - Ted Gournelos [TGournelos@Rollins.edu](mailto:TGournelos@Rollins.edu)

At Large Rep., (Physics) - Anne Murdaugh [AMURDAUGH@Rollins.edu](mailto:AMURDAUGH@Rollins.edu)

At Large Rep., (Political Science) - Julia Maskivker [JMASKIVKER@Rollins.edu](mailto:JMASKIVKER@Rollins.edu)

At Large Rep., (Philosophy & Religion) - Eric Smaw [ESMAW@Rollins.edu](mailto:ESMAW@Rollins.edu)

Humanities Rep., (Modern Languages) - Alexander Boguslawski

[aboguslawski@Rollins.edu](mailto:aboguslawski@Rollins.edu)

Sciences Rep., (Biology) - Fiona Harper [FHARPER@Rollins.edu](mailto:FHARPER@Rollins.edu)

Social Science Rep., (Anthropology) - Gay Biery-Hamilton [Gbieryh@Rollins.edu](mailto:Gbieryh@Rollins.edu)

SGA Rep – Faithe Galloway [FGalloway@Rollins.edu](mailto:FGalloway@Rollins.edu)

Expressive Arts Rep., (Theatre & Dance) - Kevin Griffin [kgriffin@rollins.edu](mailto:kgriffin@rollins.edu)

New Members:

At Large Rep. (Political Science) – Eren Tatari [ETatari@Rollins.edu](mailto:ETatari@Rollins.edu)

Humanities Rep. (Modern Languages) – Rosana Diaz-Zambrana

[RDiaz@Rollins.edu](mailto:RDiaz@Rollins.edu)

### **In Attendance:**

Julian Chambliss, Anne Murdaugh, Fiona Harper, Gay Biery-Hamilton, Faithe Galloway, Eren Tatari, Rosana Diaz-Zambrana, Kevin Griffin

## **Meeting Called To Order: 12:30pm**

### **Agenda**

#### **1. Special Item**

-Election of PSC Chair for next year.

- Fiona Harper was voted as PSC Chair for next academic year. Congrats Fiona!

#### **2. Old Business**

-Grant Application Form Revision (See attached)

A) Is this language clear and concise?

B) Are primary and secondary criteria clear for grant applicants?

- Please see documentation below.

#### **3. New Business**

-The PSC has been asked to consider office hours for faculty. Currently there is no rule governing office hours. Meaning, there is no consistent rule associated with requirement for office hours present in the Faculty Handbook. There is a rule associated with Dean of Faculty requiring some listing of office hours (this is far from consistent). Thus, the PSC has been asked to consider this question.

- Would require changing the by-laws.
- Looking at a minimum, not a maximum number of hours per week.
- Question becomes what should the language be?
- Where should this fall within the by-laws? Possibly under teaching.

- Time: between business hours, Monday-Friday.

NEXT MEETING: schedule to be sent by Fiona, our new Chair!

Much thanks to Julian for serving as Chair this past year, and to all others who have completed their service to PSC this year!

Meeting Adjourned: 1:48pm

# **Grant Proposal Application Guidelines for Rollins Faculty**

Critchfield and Ashforth Research, Individual Development, Course Development, and Cornell Research Grants

## **GENERAL INFORMATION**

Critchfield and Ashforth Research, Individual Development, Course Development, and Cornell Research Grants are awarded on a competitive basis. The Professional Standards Committee will review only those proposals received by the published application deadlines. The committee will advise the Dean of Faculty to distribute funds in a manner that permits the support of as many projects as possible. Funds are limited and rationed (see below). It is anticipated that the results of research funded by these grants will lead to a publication (professional journal or book), a performance (music or theater), an exhibit (art), or the presentation of a paper at a national or regional professional meeting. Collaboration with students is permitted. Grants involving students will be given equal weighting with those involving only the faculty member.

### **Jack B. Critchfield Research Grants**

These grants are awarded exclusively for research projects.

### **Ashforth Research Grants**

These grants are awarded exclusively for study in the British Isles, with priority given to study in Great Britain. Ashforth Grants for study on the island of Ireland are prohibited.

### **Individual Development and Course Development Grants**

These grants are awarded for workshops, symposia, seminars, structured study projects, conferences, and the development of material for new courses. These grants help a faculty member acquire new knowledge or develop a specific course.

### **Cornell Research Grants**

These grants are awarded for research projects and associated international travel outside of Great Britain.

# OVERVIEW OF THE APPLICATION PROCESS

## I. Review of Grant Proposals

Please remember that while your proposal will be reviewed in a spirit of collegiality, there is no discipline specific review. The Professional Standards Committee is composed of members of the general faculty. Your objectives must be well conceived, clearly stated, and written in a language that can be understood by a general audience.

A statement endorsing the proposed project from the department chair, director, or appropriate dean should accompany proposals that affect departmental activities. This statement is required for all proposals where the proposed outcome may impact departmental curriculum or require departmental resources (budget, supplies, space, or personnel.) Faculty members are expected to seek the assistance of the Director of Grants and Contracts to identify external funding for recurring research projects before re-applying for internal grants.

## II. Deadlines

1. Faculty members planning sabbatical during the academic year following that of the application deadline are invited to submit grant proposals early to assist in sabbatical activity planning. The application deadline for early proposals is the last Friday of September.
2. The deadline for faculty members not using the grant for a sabbatical period is the third Friday of January.

## III. Submission of FSAR, Mid-Year Progress Report and/or Final Report

The Dean will only consider Grant applications from faculty members who have filed their most recent "FSAR" with the Dean of Faculty's Office by the deadline established.

Following the receipt of a Grant Award, recipients are required to file a report on his or her accomplishments with the Dean of the Faculty. The Grant Award Report form is available on the Dean of Faculty webpage. (Mid-year Report is due on the first day of Spring semester; Final Report is due by August 15 of the year following receipt of the grant). Grant reports must be filed by these deadlines even if the project has not been completed and should reflect progress to date. A specific accounting of expenditures will be part of this report. Your application and report are considered to be matters of public record. If you do not wish either to be made public, explain why in the application.

Future funding for your research is contingent upon completion and transmission of a Final Report to the Dean of the Faculty using the form provided on this webpage, unless the research is in progress in which case the Mid-Year Progress Report must be included.

## APPLICATION GUIDELINES

### I. Eligibility

- A. Full-time tenured-track faculty and faculty with multiyear contracts are eligible for Critchfield and Ashforth Research, Individual Development, Course Development, and Cornell Research Grants.
- B. Funding is awarded for research or development undertaken during the fiscal year (June 1<sup>st</sup> - May 31<sup>st</sup>) following the grant award decision.
- C. Research Proposals will be judged on the completeness of the application, the quality of the project, the perceived value of the work, the likelihood that the applicant can and will complete the research, and the faculty member's record of scholarship.
- D. The committee will not fund proposals that have the following characteristics:
  - 1. Would lead to total faculty grant awards in excess of \$20,000 during a six-year period, (see section 3 of grant application) except if this would exclude a faculty member from funding during the sabbatical year. Requests will always be considered for the sabbatical year. However, faculty returning from sabbatical will be considered in light of the \$20,000 over six-year limitation. Post-tenure faculty, that have reached the funding limit are required to wait until they drop below the \$20,000 limit.
  - 2. Lack clearly stated goals and methodology.
  - 3. Lack a clear, detailed budget and rationale for all requested funds.
  - 4. Lack website documentation for airfares, car rental, and other costs.
  - 5. Proposal that contain typos, inaccurate information and are poorly written.
- E. The committee will not review proposals:
  - 1. Submitted after the application deadline.
  - 2. With missing information, e.g., no vita, no budget.
  - 3. Without IRB or IACUC approval.
  - 4. From faculty members who have not submitted a Final Report for previous grant awards or Mid-Year Progress Report for projects in progress.
  - 5. From faculty members who have not submitted the "FSAR" for the previous year by the deadline established by the Dean.
  - 6. Projects, which do not fall within the upcoming budget year, June 1<sup>st</sup> -May 31<sup>st</sup>. Exceptions with justification will be considered for projects, which begin after the completion of the spring semester, but please note expenses cannot be reimbursed until after June 1<sup>st</sup>.
  - 7. Proposals, which are eligible for Internationalization Development Grants or Presidential International Initiative Grants.

### II. CRITERIA

The committee seeks an equitable distribution of available funds. If there is insufficient money to fully support all acceptable proposals, not all proposals will be fully funded.

### Primary Criteria

1. Proposals submitted by faculty who will be on sabbatical during the period of the grant.
2. Proposals submitted by untenured tenure-track faculty.
3. Proposals by faculty members who have not received a Critchfield, Ashforth, Individual, Course or Cornell Research grant within the last three years.

### Secondary Criteria

1. Proposals for which the applicant has consulted with the Director of Grant and Contracts in a timely manner (please enclose relevant documentation) for recurring projects.
2. Proposals for which the applicant also is seeking external grants or funding.
3. Proposals with exceptional merit.
4. Proposals that involve significant collaborative research with undergraduate students.
5. Proposals that demonstrate successful outcomes from previous funding.
6. Proposals from applicants with other internal awards and funding sources will be reviewed, but the amount and timing of those awards may affect the committee's decision.

## **III. Permitted Expenditures**

Expenditures must be justified in terms of their relationship to the project. The budget parameters for current college rates for travel and the current minimum wage are available from the Finance Department. Applicants should consult the U.S. Department of State webpage for international per diem rates.

Grants may be funded for a maximum of \$5000, if the budget and number of proposals permits. The average award, however, has been approximately \$2000. An individual may submit more than one proposal, but the total grant dollars awarded to a single faculty member will not exceed \$5000 in a funding cycle.

Permitted expenditures include:

1. Funding for equipment or permanent items not available through operating funds. The equipment or items will revert to the College when the project is completed.
2. Travel (automobile travel will be funded at the current indexed rate per mile).
3. Costs associated with publication process.
4. Further traditional research activities, including per diem for a maximum of 30 days, if funds are available. Per diem covers costs of housing and meals. For international travel check the State Department website for the correct per diem. Submit all travel-related receipts.

## **IV. Excluded Expenditures**

1. Faculty stipends
2. Funding for conferences and meetings that are normally eligible for faculty travel grants.
3. Per Diem expenses for longer than 30 days.
4. Funding for which Internationalization Committee grants are available.
5. Support for travel or research expenses that are not clearly justified.

## GRANT APPLICATION FORM

Check the Grant Award you are seeking.

\_\_\_\_\_ Individual Development/Course Development Grant

\_\_\_\_\_ Critchfield/Cornell Research Grant

\_\_\_\_\_ Ashforth Research Grant

### **Section 1: Applicant Information**

**Principal Researcher:**

**Academic Rank:**

**Department:**

**Office Phone**

**Number:**

**E-Mail Address:**

### **Section 2: Grant Proposal**

**Short Title of Grant**

**Proposal:**

**Proposed Start Date:**

**Proposed End Date:**

### **Description of Grant Proposal**

**Objectives of grant proposal:**

Please list objectives that are clear, specific, concrete, and measurable.

- 1.
- 2.
- 3.

**Describe the expected methodologies and outcome(s) for this project** (publication, performance, exhibit, paper).



Describe how this project relates to your current expertise and long term professional goals.

Describe the contribution this project makes to your field, the academic community, and Rollins College.

### **Section 3: Budget**

#### **Previous Funding from Rollins College**

1. Have you received funding within the last 6 academic/fiscal years for a Critchfield/Ashforth Research, Individual Development, Course Development, or Cornell Research Grant? **YES NO**

If possible, please forward previous final reports to Karla Knight, [kknight@rollins.edu](mailto:kknight@rollins.edu).

*If yes, list Critchfield/Ashforth, Individual Development, Course Development or Cornell Research Grants received and amounts awarded for the last 6 years*

<b>Grant Year</b>	<b>Grant Name</b>	<b>Amount Awarded</b>
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Amount Awarded</b>		\$
<b>Eligible Amount = \$20,000 – Total Awarded</b>		\$

**Proposed Budget:**

Please review Permitted Expenditures section and provide as much detail as possible. Be specific about what costs will be incurred for travel, telephone, staff support, photocopying, etc. If possible list specific books which you intend to purchase. Please provide sources for estimates where available (e.g. international per diem rates listed on the U.S. Dept. of State webpage or flight costs posted online and date consulted). Please include as specific as possible details and estimates for travel (dates, termini, park or museum entrance fees, car rentals). If your proposal requests funds for a student assistant, please specify the skills and tasks related to the student worker as well as the anticipated number of work hours and hourly wage. This budget will be for one year only. Your proposed budget should reflect your actual anticipated permitted expenditures for the project, even if this figure exceeds the allowed award maximum of \$5000. Please also reflect other sources of revenue.

<b><u>Item</u></b>	<b><u>Justification</u></b>	<b><u>Amount</u></b>
<b>Equipment/Supplies</b>		\$
<b>Personnel Support</b>		\$
<b>Travel</b>		\$
<b>Other</b>		\$
<b>Total Anticipated Budget Expenditures</b>	(May exceed \$5000)	\$
<b>TOTAL Requested Funds</b>	(May not exceed \$5000 or eligible amount from table above, whichever is less)	\$

**Other Support for Current Proposal**

1. Have you applied for or been granted any external or other internal sources of funding for this proposal? **YES** **NO**

*If yes, clearly identify all other requests that duplicate this proposal, indicating the periods and amounts of all support requested and/or received, along with the status of the support.*

**Attach to this application:**

**Abbreviated Vita (3 pages maximum)** listing all papers published and/or presented that are **related to this project**. If this is a new area for you, list your most recent publications/ presentations.

**Department Approval Statement:** A statement endorsing the project from the department chair, director, or appropriate dean is required for all proposals where the proposed outcome may impact departmental curriculum or require departmental resources (budget, supplies, space, or personnel.)

**Equipment Statement:** If the proposal involves the purchase of equipment, the proposal must include a statement from the Department Chair that the department currently lacks a budget line or separate endowment adequate to cover the purchase. The Chair also must provide its current total annual equipment budget, including that from external sources..

**Research Review Board Approval:** If the proposed research involves human subjects or vertebrates, a letter of approval from the requisite board should be attached to this grant application (IRB for human subjects or IACUC for vertebrates).

**Signature of Principal Researcher** \_\_\_\_\_

**Date** \_\_\_\_\_

**Send this application and your vita electronically to the Dean of the Faculty Office via Karla Knight, [kknight@rollins.edu](mailto:kknight@rollins.edu). If possible, please submit both files as PDFs.**

**Grant Award Report Form**

**Critchfield/ Ashforth Research Grants  
Individual Development/Course Development Grants  
and Cornell Research Grants**

Grant recipients are required to file a report on his or her accomplishments with the Dean of the Faculty. Your application and report are considered to be matters of public record. If you do not wish either to be made public, explain why in the application. Future funding for your research is contingent on completion and transmission of a progress report to the Dean of the Faculty by the dates listed below. Please use this form for mid-year progress and final grant reports.

**Due Dates:**

**Mid-Year Progress Reports:** *First day of Spring Semester following receipt of the grant.*

**Final Grant Reports:** *First day of Fall Semester of the year following receipt of the grant*

**Grant Type Awarded:**

**Principal Researcher:**

**Title of  
Project/Research:**

**Starting Date:**

**Completion Date:**

**Original Description of  
Approved  
Research/Project:**

**Progress to Date:**

## **Progress to Date:**

We recognize that you may not have completed your work, but we want to know what progress you made or are making. Complete the sections below as applicable.

### **Teaching**

How has this grant impacted your teaching?

### **Scholarship**

Please list all refereed journal articles, other print publications, electronic publications, artistic performances/presentations, presentations at national and local meetings or competitions, or media appearances/interviews that are connected with the results of this grant.

### **Academic Community**

What do you believe is the major contribution to the academic community from your grant award?

### **Service**

Please describe how activities or results of this grant have contributed to service to the community (specify Rollins College, local, or beyond)

## **Budget Activity:**

<b>Approved Budget:</b>		\$
<b>Itemized List of Expenditures:</b>		\$
<b>Anticipated Expenses:</b>		\$
<b>Anticipated Balance:</b>		\$

**Signature of Principal Researcher**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Send this report electronically to the Dean of the Faculty via Karla Knight, [kknight@rollins.edu](mailto:kknight@rollins.edu). If possible, please submit file as a df.**

## Prospect Research Summary Form

Please complete the top portion of this form and return to [dmassot@rollins.edu](mailto:dmassot@rollins.edu) no later than 10 days prior to internal grant deadline. A brief follow-up meeting will be scheduled to discuss your proposed project and review appropriate external funding opportunities identified by the Office of Grants & Contracts.

**Faculty Name:**

**Academic Rank:**

**Department:**

**Research/scholarship area(s):**

**Brief description of proposed project, including overall goal, objectives, timeline (including current stage of project development), and amount/resources needed:**

**Brief summary of how your research/project is innovative. Why is it important? What related research has been done, and how is yours different?**

**List any collaborators (internal or external to College) that may be involved in the project and their role(s):**

**List any previous funding (internal or external) you APPLIED for but did not receive:**

**List any previous funding (internal or external) RECEIVED:**

**Have you published/exhibited any work related to this project?**

**List any professional organization memberships held:**

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**Possible external funding sources identified:**

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- 
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**InfoEd account set up?**

**Additional recommendations/comments:**

**Reviewed by:**

**Date:**